

**CEMETERY BOARD
MEETING MINUTES
June 19, 2012**

PRESENT: E. Glen Porter, III; W. Ed Greenfield; Timothy Stanley; and Kathleen Cantu

BY Phone: Mary Lehman

EXCUSED: Cecelia Timmons

STAFF PRESENT: Berni Mattsson, Executive Director; Yolanda McGowan, Legal Counsel; David Carlson, Bureau Assistant; Joe Vosen, DSPS Auditor; and other Department Staff for portions of the meeting

OTHERS PRESENT: Peter Shaw Johnson-Kenosha Cemetery Association, d.b.a. Green Ridge Cemetery

CALL TO ORDER

E. Glen Porter, III called the meeting to order at 9:37 a.m. A quorum of five (5) members was present.

APPROVAL OF AGENDA

MOTION: Greenfield moved, seconded by Stanley, to approve the Agenda as amended below. Motion carried unanimously.

- Add item G7, Green Ridge Cemetery request for withdrawal from perpetual care account.

APPROVAL OF MINUTES OF MARCH 13, 2012

MOTION: Lehman moved, seconded by Greenfield, to approve the Minutes of March 13, 2012 as published. Motion carried unanimously.

ADMINISTRATIVE REPORT

- **ELECTIONS**-Berni Mattsson reviewed the new policy regarding Board elections, which will now be held at the first Board meeting of the year.
- **AGENDA ITEMS**-Berni Mattsson informed the board that all items must be submitted no later than 24 hours in advance of the meeting. 72 hours if a Monday meeting.

AUDITOR REPORT

Joe Vosen provided a review of the Annual Report submittals and review. Joe said he'd like to continue working with the Annual Report Committee on making changes.

LEGISLATION/ADMINISTRATIVE RULE MATTERS

Berni Mattsson provided an update on CB 3-5.

MOTION: Cantu moved, seconded by Greenfield, to adopt rules CB 3-5 contingent on passage by JCRAR and authorize the Executive Director (Mattsson) to sign on the Board's behalf. Motion carried unanimously.

FAQ-LEGAL REQUIREMENTS FOR DISINTERMENT

Porter reviewed the response he received from Legal Counsel Sandy Nowack

Cantu moved, seconded by Stanley, to adopt the question and response related to disinterment and reinterment of corpse as outlined in the agenda materials for today's meeting . Motion carried unanimously.

**GREEN RIDGE CEMETERY REQUEST FOR WITHDRAWAL
FROM PERPETUAL CARE ACCOUNT**

34:00 Peter Shaw Johnson addressed the board and reviewed litigation the association is involved in. He also reviewed steps the association has taken to improve its financial stading.

INFORMATIONAL ITEMS

NEW BUSINESS

Glen porter informed the board that Cecelia Timmons has indicated she will be resigning. Board members encouraged to let people might be interested to contact Gov's office.

MOTION: Cantu moved, seconded by Greenfield, to send a letter to Cecelia on behalf of the board. Motion carried unanimously.

CONVENE TO CLOSED SESSION

MOTION: Porter moved, seconded by Stanley, to convene in closed session to deliberate on cases following hearing (s. 19.85(1) (a), Stats.); to consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats.), to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and, to confer with legal counsel (s. 19.85(1)(g), Stats.) Roll Call Vote: Roll Call Vote: Kathleen Cantu-yes; Ed Greenfield-yes; Mary Lehman-yes; Glen Porter III-yes; Timothy Stanley-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:30 a.m.

RECONVENE TO OPEN SESSION

MOTION: Stanley moved, seconded by Cantu, to reconvene in open session. Motion carried unanimously.

The Board reconvened into open session at 11:40 a.m.

11 RLC 007

MOTION: Cantu moved, seconded by Greenfield, to close case 11 RLC 007 for no violation as recommended by DOE. Motion carried unanimously.

**GREEN RIDGE CEMETERY REQUEST FOR WITHDRAWAL
FROM PERPETUAL CARE ACCOUNT**

No action was taken by the Board as the request falls outside its jurisdiction.

ADJOURNMENT

MOTION: Cantu moved, seconded by Greenfield, to adjourn the meeting at 11:44 a.m.
Motion carried unanimously.

NEXT MEETING DATE: September 25, 2012